

2006 Community Forestry Program Development Grant

**Proposals must be
received by 4:30 p.m.
March 31, 2006**

Email urban_forestry@wadnr.gov for an electronic version

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February 15, 2006

Dear Applicant,

The Washington State Urban and Community Forestry Program is happy to announce the 2006 Community Forestry Program Development Grant, provided with financial assistance from the USDA Forest Service. The program is quite different this year from the past, so please read the application carefully.

This grant program is to help Washington's municipal, county and tribal governments develop sustainable community forestry programs. Grant funds can be used for the development of the following community forestry tools: urban forest management plans, tree inventories, tree ordinances, or the formation of community tree boards.

Management plans funded through this grant **MUST** be based on a forest resource assessment; any document or database containing specific, standardized information recorded on a number of individual trees in an identified area. Examples include but are not limited to: tree inventories, GIS, CITYGreen, remote sensing, etc. If a forest resource assessment does not exist, applicants may apply to conduct one with these grant dollars. Applicants that apply in the inventory category are encouraged to also include a management plan component.

Funds can be utilized for multiple components; if you feel your community can complete more than one element (such as both an inventory and a management plan) during the grant period we encourage you to do so. Funds may also be used to achieve requirements of the Tree City USA program; project may fall into one or more grant categories (having a tree board and an ordinance are requirements.)

Priority will be given to communities expressing the greatest need.

We look forward to receiving your application. If you have any questions, do not hesitate to call 1-800-523-TREE.

Sincerely,

Sarah Griffith
Program Manager
Urban and Community Forestry

2006 Community Forestry Program Development Grant Proposal

APPLICATION FORM

Project name (five words or less) _____

Category (Select All that Apply): Urban Forest Management Plan ☐ Tree Inventory ☐

Tree Board Development ☐ Ordinance Development ☐

Location (City)_____

Name of Applicant_____ Daytime Phone #_____

Address of Applicant_____

City_____ State_____ Zip_____

Contact Person_____ Daytime Phone #_____

Fax #_____ E-mail Address_____

Contact Person Address (if different from above)_____

Applicant's Federal I.D. Number _____

Brief Description of Project and Objective:

Is this project currently funded through another entity?	Yes	No
Was this project previously funded through another entity?	Yes	No

DNR Funds Requested from budget work sheet \$_____

Applicant Share Provided from budget work sheet \$_____

In-Kind Share from budget work sheet \$_____

Cash Donations from budget work sheet \$_____

Total Amount of Project from budget work sheet \$_____

By signing this grant proposal application form the undersigned agrees that all information is accurate to the best of their knowledge.

Name and Title of Representative Date

Signature of Authorized Representative Date

PROPOSAL INSTRUCTIONS

Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible.

Written proposals should be attached to the Application Form. The proposal narrative should not exceed three (3) standard letter-size pages. Clear and concise proposals should address an urban and community forestry need. The application form, proposal narrative, deliverable summary, and budget sheet will be included by reference in the awarded contract.

Grant application forms can be obtained by email at urban_forestry@wadnr.gov. However, applications must be hard copies and will not be accepted via e-mail or fax. The information presented should include:

1. Complete a grant proposal application form including the selection of a project category.
2. The purpose, objective, or mission statement of the applying organization; the project's specific purpose and objectives. The project's single purpose should be explained in one or two sentences. Objectives can be multiple.
3. A description of the project's benefits should be limited to one page of the narrative. Benefits to the local urban and community forestry program, public relations, education, and the potential for continuation of the project should be included.
4. A narrative detailing how the project will be accomplished should include these elements:
 - Activities (should include scope of work)
 - Participants (project personnel, volunteers, corporate sponsor, etc.)
 - Administration (Who will oversee the project and paperwork?)
 - Facilities and equipment (Where is the project occurring? Are there particular equipment needs?)
 - Timetable
 - End product/result (List end products or planned results)
5. Attach a budget worksheet.
6. Attach a deliverable summary worksheet.

URBAN AND COMMUNITY FORESTRY 2006 COMMUNITY FORESTRY PROGRAM DEVELOPMENT GRANT

INTRODUCTION

The United States Department of Agriculture (USDA) Urban and Community Forestry Assistance Program is designed to encourage projects that promote tree planting, the care and maintenance of trees, and education on tree issues in cities, towns, and communities across the nation. Washington State grants are awarded through this program to encourage citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

BACKGROUND

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program has been re-authorized in the most recent Farm Bill (March 1996) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to Washington for urban and community forestry projects. These funds will be distributed and administered by the Washington Department of Natural Resources (DNR).

URBAN FORESTRY PROGRAM PURPOSE AND MISSION

The following are the Urban & Community Forestry Program's Purpose and Mission as stated in its Five Year Strategic Plan. The Strategic Plan is available via e-mail:

urban_forestry@wadnr.gov.

Mission: Provide leadership to create self-sustaining urban and community forestry programs that preserve, plant and manage forests and trees for public benefits and quality of life.

Purpose: We work to educate citizens and decision-makers about the economic, environmental, psychological and aesthetic benefits of trees and to assist local governments, citizen groups and volunteers in planting and sustaining healthy trees and vegetation wherever people live and work in Washington State.

ELIGIBLE GRANTEES

Grants will be awarded to local units of government or tribal governments.

COST-SHARING REQUIREMENTS

Funds will be awarded on a matching basis. Applicants are required to provide a one-to-one match of the project cost in the form of cash, services, or in-kind contributions. Grantees must match grant award funds with non-federal funds and/or contributions. Federal matching funds or in-kind contributions cannot be used as a match for any other federal cost-share project.

IN-KIND MATCHING

The uses of in-kind (non cash) matches are valid and encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated office space or equipment associated with the project, etc. Salaries of project participants shall be designated as applicant share.

A rate of \$ 16.00 per hour will be used as the volunteer rate unless the volunteer is performing tasks in their normal line of work. In this situation, the match will be calculated at their current job rate.

AVAILABLE FUNDS

There will be approximately \$ 100,000 available to fund projects during the current grant cycle. The maximum amount that can be requested for a project will be \$10,000. The minimum amount that can be request will be \$3,000. Total project cost (including recipient matching funds or donated match) should be at least twice the amount requested. Projects will be awarded for a one-year period. The completion date for the grant will be May 31, 2007.

INELIGIBLE PROPOSALS

This cost-share grant is for programs, projects, or activities not currently being funded and is not intended to substitute for existing funding levels. The focus of this program is to support new initiatives, which would not otherwise occur during the funding cycle.

AWARD EVALUATION AND PROPOSAL REVIEW

A committee from the DNR will evaluate proposals. Recommendations will then be forwarded to the DNR Commissioner of Public Lands for the allocation of funds to specific projects. The following criteria will be considered in evaluating project proposals:

- Degree to which the project meets a local need
- Clearly defined purpose, objective, and need of project
- Organizational goals, purpose, or mission statement
- Long-term benefit of the project
- Reasonable cost within the scope of the project
- Appropriate proposed time frame for completion of the project

ELIGIBLE AND INELIGIBLE COSTS

Eligible costs are charges necessary and reasonable to accomplish the objectives of the contract during the grant period as proposed on the budget worksheet. Hiring of a consultant or intern to accomplish specified project is an eligible cost.

Ineligible costs include salaries and wages for local units of government, or tribal governments. Overhead greater than 10 percent of the project, construction activities or capital outlays including purchase of land, equipment (including computer hardware), or items disapproved from the budget worksheet are ineligible costs.

NOTE: Although grant dollars cannot be paid for ineligible costs, these expenses can be used as the applicant share match.

PAYMENT PROCESS

Grant awards are distributed on a reimbursement basis; grant funds are not available upfront. Payments will be processed after deliverables have been verified and all applicable receipts and forms have been received. DNR will provide instruction for reimbursement. DNR requires grantees to submit a mid and final report. The final report is required before final reimbursement will be remitted.

FEDERAL AND STATE REGULATIONS

Grantees must comply with all federal regulations pertaining to federal grants. Grantees are referred to Sections 3015, 3016, and 3017 of the Code of Federal Regulations and to cost principles outlined in OMB Circulars A-21, A-87, and A-122. These can be viewed at: www.whitehouse.gov/OMB/circulars/index.html.

The authorized representative of the local governing body, organization, or institution applying for the grant needs project approval.

AUDITABLE RECORDS

Records will be maintained according to all federal regulations.

Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented.

Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made (i.e., check number). Records must be maintained for three (3) years following payment.

BUDGET WORK SHEET INSTRUCTIONS

Fill in the applicant's name and the project name on the top line.

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet. Use additional work sheets if necessary.

Separate itemized costs for each project component identified in the project (e.g., management plan, inventory, etc). Describe each item, the cost basis, and the total expenditure. For example: Item/Personnel: Project Foreman, 28 hours @ \$24:
TOTAL = \$672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

Grant Share	Eligible cost you are requesting from the DNR See definition on page 6.
Applicant Share	Cost you've incurred for services, equipment, wages, supplies, etc.
In-kind	Any third party donation of time, services, equipment, or supplies.
Cash Donation	Actual dollars that were donated by a benefactor directly for the project.

Total each column and make sure the totals comply with the notes at the bottom of the work sheet and the grant proposal.

BUDGET WORKSHEET

Applicant

Project Name

ITEM	Grant Share	Applicant	In-Kind	Cash Donation	TOTAL
TOTAL	\$	\$	\$	\$	\$

NOTE: Total of Applicant Share, In-Kind and Cash Donation Columns must equal or exceed the Grant Share Column.

ATTACHMENT B

Deliverable Summary Worksheet

Applicant _____

Project Name _____

All deliverables must be completed by May 31, 2007

PROPOSAL CHECKLIST

A Complete Proposal Includes **One (1) original and three (3) copies of the following:**

Application form (cover sheet)

Project narrative (no more than three (3) pages)

Budget worksheet

Deliverable Summary Worksheet - Attachment B

**Proposals must be *received* by 4:30 p.m.
Friday, March 31, 2006**

Submit your proposal package to:

Department of Natural Resources
Urban and Community Forestry Program
ATTN: Community Forestry Assistance Grant
1111 Washington St SE
P.O. Box 47037
Olympia, WA 98504-7037

Make certain that your proposal package is received by 4:30 p.m. on March 31, 2006
Fax copies or e-mail copies of proposals will not be accepted.

QUESTIONS?

Call the U&CF Hotline at 1-800-523-8733.